

New River Retirement Seminar Checklist

Required Items to Complete Prior to attending the Retirement Seminar:

- Initiate Pre-Separation Counseling on the DD Form 2648 (electronic form) via the milConnect site <https://milconnect-pki.dmdc.osd.mil/milconnect/> . Provide printed proof or a screen shot of the signature page to confirm.
- Register for a premium e-Benefits account via www.ebenefits.va.gov. Provide printed proof or a screen shot to confirm registration for a premium account.
- Complete the three Kuder Assessment quizzes via www.dantes.kuder.com. Register as a new user and select “veteran or active member in military.” Provide printed proof or a screen shot to confirm assessment completion. DO NOT PAY FOR ASSESSMENTS! THEY ARE FREE FOR ACTIVE DUTY! *An alternative free assessment is authorized if you have difficulty with the Dantes Kuder site. The alternate site is www.mynextmove.org/explore/ip.
- Prior to the Retirement Seminar you may attend the Pre-TRS Brief (Marines only) – Briefs are conducted Mondays and Friday at 1330 at the Career Resource Center classrooms, AS-913 Longstaff Street (across from the old SNCO Club).

Recommended Materials to Bring to the Retirement Seminar:

- Leave and Earnings Statement (LES) - <https://mypay.dfas.mil/mypay.aspx>
- Verification of Military Experience and Training DD2586 (VMET) – <https://milconnect-pki.dmdc.osd.mil/milconnect/>
- Unofficial Joint Service Transcripts (JST) - <https://jst.doded.mil/>
- Personal Statement of Military Compensation found in MOL
- Resume (if you have one started)
- Wireless Internet Device (laptop, tablet, etc.)

Retirement Seminar Day One Arrival Time and Location: (Business Casual Attire is Required)

- **Retirement Seminar Check-In opens at 0730; class begins at 0800.** Late arrivals will need to reschedule with their UTC.
- Location for TRS: Bldg. AS 913 Longstaff Street (across from the old SNCO Club). Park in the parking lot across the street, or the overflow parking lot before the building.
- Attendees at the Retirement seminar must be in clean business casual attire. Jeans, shorts, t-shirts, hats, tennis shoes or flip flops will **NOT** be permitted while attending the five-day seminars.

Notes:

- Attendance is mandatory. No appointments should be scheduled during this time.
- Due to the professional nature of the TRS Seminars, children are not permitted to attend.
- Spouses are encouraged to attend with you as well as sign up for the transition class for spouses (S.T.A.R.S.). Please let your UTC know if you have a spouse who would like to attend TRS with you.

Post-Retirement Seminar Requirements:

- Post-Retirement completion, schedule an appointment with the Transition Readiness Program to conduct your Capstone Review; 90 - 120 days prior to EAS.
- Once the Capstone Review process is complete, your UTC will schedule a time for you to meet with your Commander or Designee to verify on the DD Form 2648 (eForm) that you are transition ready.
- After the Commander or Designee signs and verifies you are “Capstone Complete,” you will receive an email notification informing you that your eForm is ready to be printed in PDF form.

You have been scheduled to attend the Retirement Seminar
from: _____ to _____